

CALSTARS/FSCU – FISCAL YEAR 2016/17

July 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS Processing Times: Cost Allocation 10:00 AM Labor Distribution..... 3:00 PM Nightly Processing..... 6:00 PM YEC/YEO..... 6:00 PM			CALSTARS Contacts: Hotline Hotline E-mail Fax Training Registrars Production Control		(916) 327-0100 hotline@dof.ca.gov (916) 323-4049 (916) 445-0211 ext. 2812 (916) 323-7541	
CALSTARS PROCESSING SCHEDULE: Hotline 8:00 AM – 1:00 PM Processing – 1:00 PM Production Control 9:30 AM – 2:00 PM					1 HAPPY NEW FISCAL YEAR!	2 CALSTARS Saturday Processing begins.
3	4 Independence Day	5	6	7 Monthly UCM web update. Reminder: Complete quarterly SWCAP transfer by end of the month.	8	9 CALSTARS Saturday Processing available.
10	11 Look for Budget Letter on 2016-17 Late Payment Penalty Rates.	12	13	14 Have you ordered and received all of your monthly CALSTARS reports?	15 Pro Rata/SWCAP Workload data due from central service agencies.	16 CALSTARS Saturday Processing available.
17	18	19	20	21	22	23 CALSTARS Saturday Processing available.
24	25	26	27	28	29 Last day to run monthly CA/FS for FM 12 by 10 AM. Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM). 4 th quarter CMA reports due from departments. Month-end rollover	30 CALSTARS Saturday Processing available.
31						

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August 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FSCU Contacts: Hotline (916) 324-0385 Hotline E-mail fscuhotline@dof.ca.gov Fax (916) 445-2854 Pro Rata (916) 445-3434 ext. 2145						
SWCAP (916) 445-3434 ext. 2166 Pro Rata (916) fiprosp@dof.ca.gov State Fund Accounting (916) 445-3434 ext. 2142 CMIA (916) 445-3434 ext. 2142						
	1 PAY DAY Year-end Reports due to SCO for General Fund, Feeder Funds, and Economic Uncertainty funds. Pro Rata/SWCAP expenditures due from central services agencies.				5 Monthly UCM web update.	6 CALSTARS Saturday Processing available.
7						13 CALSTARS Saturday Processing available.
14	15 1 st quarter Pro Rata transfer by SCO.		17 Reminder: Run YEC/YEO before CA/FS.	18 Register for CALSTARS 2016/17 training classes.	19 Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM). CALSTARS Saturday Hotline ends tomorrow.	20 CALSTARS Saturday Processing ends. 
21	22 Year-end Reports due to SCO for all funds other than General Fund, Feeder Funds and Economics Uncertainty Funds.	23 Have you ordered and received all of your monthly CALSTARS reports?	24 State Fund Accounting Course-Class 151 starts.	25 State Fund Accounting Course-Class 152 starts.		27
28		30 Last day to run monthly CA/FS for FM 01 by 10 AM.	31 PAY DAY Month-end rollover.	Reminders: CS 12-45 – June payroll expenditures by fund due to Finance budget analyst by August 5 th Year-End Report 13 due to Finance – FSCU by August 22 nd per SAM Section 7974.		

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September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 GAAP information due to SCO. Look for ICRP training announcement.	3 Vendor payment purge.
4	5 Labor Day	6	7 Monthly UCM web update.	8 Reminder: Run YEC/YEO before CA/FS.	9	10
11	12	13	14 Have you ordered and received all of your monthly CALSTARS reports?	15	16	17
18	19 Look for Pro Rata/SWCAP Budget Letter.	20	21	22 Fall begins 	23	24
25	26	27	28	29 Last day to run monthly CA/FS for FM 02 by 10 AM.	30 PAY DAY Month-end rollover.	

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October 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Question: When should a department prepare an Indirect Cost Rate Proposal (ICRP) OR Cost Allocation Plan (CAP)?</p> <p>Answer: Generally, each department receiving federal funds must prepare an ICRP or CAP to recover department and statewide indirect costs (SWCAP) from the federal government. See SAM sections 8755-8756. Finance, FSCU, offers training to departments on the preparation of ICRPs. More information on the training can be found at: http://www.dof.ca.gov/accounting/fscu/training/.</p> <p>Question: What are the requirements to transfer SWCAP recoveries to the General Fund?</p> <p>Answer: GC sections 13332.01-02 require departments to recover SWCAP costs from federal government and transfers the recoveries to the General Fund within 30 days after the end of each quarter. Control Section 8.54 of the 2010 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government.</p>					1	
2	<p>3 Pro Rata/SWCAP assessments sheets due from departments to Finance budget analyst.</p>	4	5	6	<p>7 Monthly UCM web update. Reminder: Complete quarterly SWCAP transfer by end of the month.</p>	8
9	10	11	12	13	<p>14 Have you ordered and received all your monthly CALSTARS reports?</p>	15
16	17	18	19	20	21	22
23	24	25	26	27	<p>28 Last day to run monthly CA/FS for FM 03 by 10 AM.</p>	29
30	<p>31 PAY DAY Month-end rollover.</p>				<p>1st quarter CMIA reports due from departments.</p>	

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November 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Monthly UCM web update.	8	9	10	11 Veterans Day (observed) 	12
13	14 2 nd quarter Pro Rata transfer by SCO.	15 Have you ordered and received all of your monthly CALSTARS reports?	16	17	18	19
20	21	22	23 Early processing day.	24 Thanksgiving Day (observed)	25 Day after Thanksgiving	26
27	28	29 Last day to run monthly CA/FS for FM 04 by 10 AM.	30 PAY DAY Month-end rollover.	<p><u>Question:</u> Can departments pay claims against reverted appropriations? Does Department of Finance (Finance) need to approve reverted year claims?</p> <p><u>Answer:</u> Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g. a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7). Finance approval is not required for such claims.</p> <p>FSCU Frequently Ask Questions: www.dof.ca.gov/fisa/fscu/fscu_faqs.htm.</p>		

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December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Submit ICRPs, CAP or PACAP to FSCU for review.	2	3 Vendor payment purge.
4	5	6	7 Monthly UCM web update.	8	9	10
11	12	13	14 Last day to correct 2016 reportable payments. Request P01/P02 Reports.	15 Reportable payments for 2016 are sent to FTB to create 1099s. Begin posting 2017 reportable payments.	16 Have you ordered and received all of your monthly CALSTARS reports?	17
18	19	20	21	22 Winter begins 	23	24
25 Christmas Day 	26 Christmas Day (observed)	27	28	29 Last day to run monthly CA/FS for FM 05 by 10 AM.	30 PAY DAY Month-end rollover.	31

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January 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Review Accounts Receivable (ARs) to determine ARs to submit for FTB Intercept Program offset. More information on how to manage your departments ARs can be found at: www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf . State Fund Accounting Course Spring Sessions Begin: www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/ .						
1 	2 New Year's Day (observed) Reminder: Batch dates year must be 2017.	3	4 State Fund Accounting Course- Class 153 starts.	5 State Fund Accounting Course- Class 154 starts.	6 Monthly UCM web update.	7
8	9	10 Reminder: Complete quarterly SWCAP transfer by end of the month.	11	12	13 Have you ordered and received all of your monthly CALSTARS reports?	14
15	16 Martin Luther King Jr. Day (observed)	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Last day to run monthly CA/FS for FM 06 by 10 AM.	31 PAY DAY <i>2ND quarter CMA reports due from departments.</i> Month-end rollover.				

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February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13		<p>15</p> <p>Monthly UCM web update.</p> <p>3rd quarter Pro Rata transfer by SCO.</p>	16	<p>17</p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	18
19	<p>20</p> <p>Presidents' Day</p> 	21	22	23	24	25
26	<p>27</p> <p>Last day to run monthly CA/FS for FM 07 by 10 AM.</p>	<p>28</p> <p>Month-end rollover.</p>	<p>Question: How is the Budget Sequence number for an appropriation transaction determined?</p> <p>Answer: Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at www.dof.ca.gov/html/calstars/caldocs/optools/budgetsequencenumbers.htm .</p> <p>Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget BUD SEQ indicator field located on the OC Table. CALSTARS Frequently Ask Questions: www.dof.ca.gov/accounting/calstars/faq .</p>			

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March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Question: What is Pro Rata?</p> <p>Answer: Sixteen entities provide various support services to state departments on a centralized basis. These entities, called "centralized service agencies" provide budgeting, banking, auditing, and other services that are funded by the state's General Fund. Central service also includes the costs of health and dental benefits for retired state employees. Special funds are required by law to reimburse the General Fund for their fair share of the costs of these services. The allocation of central service costs is accomplished through "Pro Rata". Pro Rata assessments are paid by departments on a quarterly basis by SCO transfers. For more information, see SAM sections 8753-8754.</p> <p>Pro Rata Frequently Ask Question: www.dof.ca.gov/accounting/fscu/pro_rata-swcap.</p>						
<p>Finance Website References: Department of Finance: www.dof.ca.gov CALSTARS Home Page: www.dof.ca.gov/accounting/calstars/view.php FSCU Home Page: www.dof.ca.gov/accounting/fscu</p>			1 PAY DAY	2	3 Look for CALSTARS Year-End Training schedule COM(s).	4 Vendor payment purge.
5	6	7 Monthly UCM web update.	8	9	10	11
12	13	14	15 Have you ordered and received all of your monthly CALSTARS reports?	16	17 	18
19	20 <i>Spring begins</i> 	21	22	23	24	25
26	27	28	29 Last day to run monthly CA/FS for FM 08 by 10 AM.	30 Month-end rollover.	31 PAY DAY Cesar Chavez Day	

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April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Look for Pro Rata & SWCAP training announcement for May 2017 at www.dof.ca.gov/accounting/fscu/training . Accounts Receivable (AR) Toolkit-Assist state departments in managing of their accounts (AR). Visit AR Toolkit at: www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf .						1
2	3 CALSTARS table log records back-up and purge process.	4 Register for CALSTARS Year-End Classes. Look for Pro Rata and SWCAP training.	5 Start conducting Year-End meetings (use updated Year-End work plan). Set AS reversion indicators for CFY022 and CFY023 processes.	6 CFY022 process 1 st Reports Only Run. Look for CMIA Annual Forum detail information at www.dof.ca.gov/accounting/fscu/training .	7 Reminder: Table Review: OC, AS, IC, PCA, LC, CA, BS and EM before generating and creating FFY 2017 tables.	8
9	10 Monthly UCM web update. Reminder: Complete quarterly SWCAP transfer by end of the month.	11	12 CFY022 process 2 nd Reports Only run. Look for Budget Letter on Year-End Financial Reporting Guidance.	13	14 Have you ordered and received all of your monthly CALSTARS reports?	15
16	17	18	19	20	21	22
23	24	25	26	27 Last day to run monthly CA/FS for FM 09 by 10 AM.	28 3 rd quarter CMIA reports due from departments. Month-end rollover.	29
30						

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May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PAY DAY CFY022 process Final Transaction Run generates liquidation and re-classify entries.	2 First Day to run CA/FS for April.	3	4 Look for Pro Rata/SWCAP Workload Training for central service agencies.	5 Look for news item regarding SCO Fiscal Year-End Procedures.	6
7	8 Monthly UCM web update.	9	10	11 CFY023 process 1 st Reports Only Run.	12	13
14 Mother Day 	15 4 th quarter Pro Rata transfer by SCO.	16 Have you ordered and received all of your monthly CALSTARS reports?	17	18	19	20
21	22	23	24	25	26	27
28	29 Memorial Day 	30 Last day to run monthly CA/FS for FM 10 by 10 AM.	31 PAY DAY Month-end rollover.	<p>Question: What is the Statewide Cost Allocation Plan (SWCAP)?</p> <p>Answer: SWCAP is prepared annually by the Department of Finance, Fiscal System and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process.</p> <p>SWCAP Frequently Ask Question: www.dof.ca.gov/fisa/proswcap/faqs-swcaps.htm.</p> <p>Look for Pro Rata/SWCAP CSA Workload, Expenditure and Miscellaneous Training for June 2015 at: www.dof.ca.gov/accounting/fscu/training.</p>		

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June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS What's New: www.dof.ca.gov/accounting/calstars/whats_new/view.php CALSTARS Frequently Asked Questions: www.dof.ca.gov/accounting/calstars/faq/view.php				1 Review Vendor Number: "AAAAAAAAAA"	2 CFY023 process 2 nd Reports Only Run.	3 Vendor payment purge.
4	5 Ensure FFY 2017 OC Table is established.	6	7 Monthly UCM web update.	8	9	10
11	12	13 Have you ordered and received all of your monthly CALSTARS reports?	14	15	16 Ensure all FFY 2017 Tables are established and reviewed such as OC, AS, IC, PCA, LC, CA and EM Tables.	17
18 Father's Day 	19	20 Summer begins 	21	22 CFY023 process Final Transaction Run – generates re-classify entries.	23	24
25	26	27	28	29 Last day to run monthly CA/FS for FM 11 by 10 AM.	30 PAY DAY Budget Letter prohibiting ORF disbursements issued if no budget passed. Month-end rollover.	